



**US Army Corps
of Engineers**
Wilmington District

99SCEP

Date: 18 March 1999

Closing Date: Open Continuously

Bulletin #:

Opening

RECRUITING BULLETIN

Wilmington District, Civilian Personnel Advisory Center, P.O. Box 1890, Wilmington, North Carolina 28402-1890, 69 Darlington Avenue, Room 201, Phone (910) 251-4871

STUDENT CAREER EXPERIENCE PROGRAM (SCEP)

(Applicants who applied under announcement no. X-R-1-97 need not re apply to be considered. Applications are active for one year.)

DUTY LOCATION: VARIES (see attached SUPPLEMENTAL form)

SALARY: GS-1: \$14,146 per year; GS-2: \$15,905 per year; GS-3: \$17,354 per year;
GS-4: \$19,481 per year; GS-5: \$21,797 per year; GS-6: \$24,295 per year;
GS-7: \$26,998 per year; Trades and Labor salaries varies by wage area.

Grade and salary depend upon duties to be performed, the curriculum, and qualifications of the student. Students employed may be eligible for promotions as they progress in their work and upon recommendation of their supervisor. The usual entry grades for the following curriculums are:

High school	GS-1
High school graduate	GS-2
2 year academic program	GS-2/3
4 year academic program	GS-2/3/4
Graduate degree program	GS-5/7

OBJECTIVE: This program provides experience that is directly related to the student's educational program and curriculum and career goals. This program provides for a schedule of periods of attendance at an accredited school combined with periods of career-related work in this agency. The work experience **MUST** be related to his/her academic/career goals. The Student Career Experience Program is a formally structured program and requires a written agreement by all parties (agency, school, student) as to the nature of work assignments; schedule of work assignments and class attendance; evaluation procedures; and requirements for continuation and successful completion of the program.

The following is a list of student trainee positions that may become available for this District. You must indicate on the attached SUPPLEMENTAL FORM the location for which you are applying:

**CIVIL ENGINEERING
PARK RANGER
SECURITY SPECIALIST
PUBLIC AFFAIRS
COMPUTER SPECIALIST
PERSONNEL MANAGEMENT
BIOLOGY**

**WILDLIFE BIOLOGY
FORESTRY
ENGINEERING TECHNOLOGY
OFFICE AUTOMATION CLERK
TRADES AND LABOR**

WORK SCHEDULES: Subject to organizational needs and resources, students may work full-time or part-time; however, the student's work schedule must not interfere with the student's academic schedule/progress. Some positions may allow alternating periods of full-time study with periods of full-time work.

QUALIFICATIONS REQUIREMENTS:

The required education must be related to the field in which the student trainee will receive training on the job and be recommended by your Cooperative Education Coordinator at your school.

GRADE	LEVEL OF EDUCATION
GS-1	Enrollment in high school diploma program
GS-2	High school diploma or equivalent
GS-3	Completion of 1 academic year of post-high school study
GS-4	Completion of 2 academic years of post-high school study of associate's degree
GS-5	Completion of 4 academic years of post-high school study leading to a bachelor's degree or 4 academic years of pre-professional study
GS-7	Completion of 1 academic year of graduate level education, bachelor's degree with superior academic achievement, or 5 academic years of pre-professional study

Students employed may be eligible for promotions as they progress in their work, at school, and upon recommendation of their supervisor.

BENEFITS: Students appointed under this program are entitled to earn annual and sick leave; holiday pay; health and life insurance; and retirement coverage.

WHERE AND HOW TO APPLY: U.S. ARMY CORPS OF ENGINEERS
ATTN: CESAW-CP/99SCEP
P.O. BOX 1890
WILMINGTON, NC 28402-1890

Forms and information may be obtained by contacting the Civilian Personnel Advisory Center, Wilmington District, (910) 251-4871, 69 Darlington Avenue, Room 201, Wilmington, North Carolina 28403; (Internet address: latanya.williams@saw02.usace.army.mil); North Carolina Employment Security Commission; or the career planning and placement office at your school.

Students must submit the following forms to their Cooperative Education Program Coordinator who will then forward the applications to the above address: (keep copies for future use)

1. OF 612, Optional Application for Federal Employment, SF-171, Application for Federal Employment, or a resume, or any other written format chosen provided that it contains all pertinent information (full name, SSN, complete mailing address, announcement number, phone numbers, etc.)
2. Copy of college transcript(s).
3. Verification of Student status for SCEP from the Cooperative Education Coordinator at your school (attached).

4. Class Schedule form (attached).

5. Curriculum outline showing academic major, expected graduation date and work/study schedule. The work/study schedule must include all courses that will be taken through graduation.
6. Supplemental Form for Employment Consideration (attached).
7. Background Survey Questionnaire 79-2 (Substitute). As a minimum, items 1-5 on this form must be completed (attached).
8. DD-214, Discharge Certificate (if a veteran).

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

ALL CANDIDATES MUST BE CITIZENS OF THE UNITED STATES.

ALL CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, AGE, RELIGION, POLITICAL, AFFILIATION OR ANY OTHER NON-MERIT FACTOR.

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U.S. ARMY CORPS OF ENGINEERS
WILMINGTON DISTRICT
P.O. BOX 1890
WILMINGTON, NC 28402-1890

SUBJECT: Verification of Student Status for the Career Experience Program (SCEP)

TO: Cooperative Education Coordinator

Please furnish information below on identified student:

STUDENT'S NAME: _____

STUDENT'S SSN: _____

1. Minimum requirements set by this agency:

Students must be:

a. Enrolled or have been accepted for enrollment as a degree (certificate, diploma, etc.) seeking student in accredited school (high school, university, college, technical, or vocational school);

b. Taking at least a half-time course load; NOTE: Most schools have a definition of half-time. If they do not, then half-time is defined as one half of the number of hours the school requires to be considered a full-time student.

c. In good academic standing; NOTE: Students must maintain an acceptable school standing while employed and need not attend school during the summer.

d. The student must make progress toward completion of degree in a reasonable and appropriate time frame.

2. _____ Student meets all the requirements of the Student Career Experience Program and is recommended for the program.

_____ Student does **NOT** meet all the requirements of the Student Career Experience Program

_____ Student is **NOT** in the Student Career Experience Program

INFORMATION PROVIDED BY:

SIGNATURE

TITLE

SCHOOL

DATE

CLASS SCHEDULE FORM

NAME: _____

SCHOOL: _____ QTR/SEMESTER: _____

CLASS SCHEDULE

SUBJECT	TIME	DAYS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. If still in high school, what time do you get out of school? _____
2. What date will you be available to start work? _____
3. What time can you get to work each day?

Monday _____ Thursday _____

Tuesday _____ Friday _____

Wednesday _____

4. If a high school senior, do you plan to attend college/technical school after graduation?
YES _____ NO _____.
5. If so, what school and where? _____.
6. If in college/technical school OR if planning to attend college/technical school, when do you plan to graduate? _____

SUPPLEMENTAL FORM FOR EMPLOYMENT CONSIDERATION

1. When can you start work? (Month/Day/Year) _____
2. What is the lowest pay you will accept? (You will not be considered for jobs which pay less than you indicate.)
Pay \$ _____ **or** **Grade** _____
3. Are you willing to work:
(Answer **each** question with either **YES** or **NO**.)

A. 40 hrs per week (full-time)?	D. 16 or fewer hrs per week (part-time)?
B. 25-35 hrs per week (part-time)?	E. An intermittent job (on-call/seasonal)?
C. 17-24 hrs per week (part-time)?	F. Weekends, shifts, or rotating shifts?
4. Are you willing to take a temporary job lasting:
(Answer **each** question with either **YES** or **NO**.)
A. 5 to 12 months (sometimes longer)?
B. 1 to 4 months?
C. Less than 1 month?
5. Are you willing to travel away from home for:
(Answer **each** question with either **YES** or **NO**.)
A. 1 to 5 nights each month?
B. 6 to 10 nights each month?
C. 11 or more nights each month?
1. How many words per minute can you type? _____
2. In your application package provide three references who are not related to you and are not former supervisors.
(Include full name, area code and telephone number, address (number, street, and city), state and zipcode.)

GEOGRAPHIC LOCATIONS

Listed below are the projects and their geographic locations serviced by the Wilmington District, Corps of Engineers. Indicate locations desired, sign, date and return this form with your application.

- _____ Wilmington, NC
 - _____ Lock & Dam No. 1, Acme, NC
 - _____ Lock & Dam No. 2, Elizabethtown, NC
 - _____ William O. Huske Lock & Dam, Fayetteville, NC
 - _____ Survey Party No. 3, Morehead City, NC
 - _____ Dredge CURRITUCK (duty station: Wilmington, NC)
 - _____ Debris Boat SNELL (live aboard vessel)
 - _____ Dredge MERRITT (live aboard vessel)
 - _____ Dredge SCHWEIZER (live aboard vessel)
 - _____ Dredge FRY (live aboard vessel)
 - _____ Raleigh Regulatory Field Office, Raleigh, NC
 - _____ Asheville Regulatory Field Office, Asheville, NC
 - _____ Washington Regulatory Field Office, Washington, NC
 - _____ B. Everett Jordan Lake, Moncure, NC
 - _____ Falls Lake, Raleigh, NC
 - _____ W. Kerr Scott Lake, Wilkesboro, NC
 - _____ John H. Kerr Dam and Reservoir, Boydton, VA
 - _____ Philpott Dam and Reservoir, Bassett, VA
-
- _____

(Print Name)

(Signature)

(Date)

United States
OFFICE OF PERSONNEL MANAGEMENT
BACKGROUND SURVEY QUESTIONNAIRE 79-2 (Substitute)

GENERAL INSTRUCTIONS The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal Law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.		PRIVACY ACT INFORMATION GENERAL This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information. AUTHORITY Sections 1302,3301,3304 and 7201 of Title 5 of the U.S. Code. PURPOSE AND ROUTINE USES The information from this survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Director, PRDC, Office of Personnel Management, Washington, D.C 20415. EFFECTS OF NONDISCLOSURE Providing this information is voluntary, NO individual personnel selections are made based on this information.
1. NAME (Last, First, MI)		
2. Position applying for	3. Date (MM,DD,YY)	
4. Location	5. Announcement No.	

6. Please categorize yourself in terms of the race, sex, and ethnic categories below. First read definitions of subcategories.

DEFINITIONS

The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

ETHNICITY:

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race

RACE:

American Indian or Alaskan Native. A person having origins in any of the original people of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East. Southeast Asia the Indian subcontinent or the Pacific Islands this area includes for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black. A person having origins in any of the black racial groups of Africa.

White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

A Race 1-American Indian or Alaskan native 2-Asian or Pacific Islander 3-Black 4-White 5-Other	B Sex 1 – Male 2 – Female	C Ethnicity 1 – Hispanic Origin 2 – Not of Hispanic Origin